

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 47	
2. CONTRACT NO.		3. SOLICITATION NO. DAMT01-02-R-0080		4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 24 Oct 2002	6. REQUISITION/PURCHASE NO. W81GYE2274-9019	
7. ISSUED BY MILITARY TRAFFIC MANAGEMENT COMMAND OFFICE OF THE PARC 200 STOVALL STREET ALEXANDRIA VA 22332			CODE MT01B12	8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	
TEL:			TEL:		FAX:		
FAX:			FAX:		FAX:		
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and <u>2</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>See Block 7</u> until <u>14 00</u> local time <u>13 Nov 2002</u> (Hour) (Date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME MARK YARBORO		B. TELEPHONE (Include area code) (NO COLLECT CALLS) 703-428-2091		C. E-MAIL ADDRESS yarborem@mtmc.army.mil	
11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES		
X	A	SOLICITATION/ CONTRACT FORM		1	X	I	CONTRACT CLAUSES
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
X	C	DESCRIPTION/ SPECS./ WORK STATEMENT		3		J	LIST OF ATTACHMENTS
X	D	PACKAGING AND MARKING		18	PART IV - REPRESENTATIONS AND INSTRUCTIONS		
X	E	INSPECTION AND ACCEPTANCE		19	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS
X	F	DELIVERIES OR PERFORMANCE		20			
X	G	CONTRACT ADMINISTRATION DATA		21	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS
X	H	SPECIAL CONTRACT REQUIREMENTS		22	X	M	EVALUATION FACTORS FOR AWARD
OFFER (Must be fully completed by offeror)							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)							
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE		18. OFFER DATE
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7)		CODE	25. PAYMENT WILL BE MADE BY		CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE	
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.							

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		12.00	Months		
	BASE YEAR FFP - The contractor shall provide specialized support services to support all areas of new and ongoing CIDSS Life Cycle Management in accordance with the Statement of Work contained herein. PURCHASE REQUEST NUMBER Tech support				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		12.00	Months		
	OPTION YEAR I FFP PURCHASE REQUEST NUMBER Tech support				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		12.00	Months		
	OPTION YEAR II FFP PURCHASE REQUEST NUMBER Tech support				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		12.00	Months		
	OPTION YEAR III FFP PURCHASE REQUEST NUMBER Tech support				
				NET AMT	

SECTION C Descriptions and Specifications

**MTMC COMMAND INFORMATION DECISION SUPPORT SYSTEMS (CIDSS)
STATEMENT OF WORK (SOW)**

1. Task Order Title: MTMC CIDSS Life Cycle Management Technical Support Services

Task Monitor(s): The Task Order Monitors (TM) are Lorine Stovall or John Vessenmeyer.

2. Background: As the Army component of the U.S. Transportation Command (USTRANSCOM) and a major Department of Army (DA) Command, the Military Traffic Management Command (MTMC) performs a vital role for the Department of Defense (DoD) in deploying, redeploying, and sustaining U.S. forces worldwide. To facilitate this mission, MTMC has developed a number of application, web, workflow and electronic document management systems that support the various MTMC functional, financial and operational elements. MTMC's technology programs have increased the efficiency of MTMC's business processes.

The Integration, Plans and Technology Division, MTIM-I, is responsible for the effective integration of plans, programs, projects, automated systems, and operations, encompassing a wide range of information management disciplines and transportation functional components. To meet this objective, MTIM-I seeks to provide IT solutions to fulfill the office automation needs and provide improved business or administrative processes for the MTMC community and its components.

The Command Information Decision Support Systems (CIDSS) is the umbrella program to provide MTMC's managers, key staff, personnel and customers' knowledge and information management, decision support, administrative tools and tracking capabilities. The current CIDSS program provides the MTMC community workflow capabilities, electronic document management, records management, document routing, suspense monitoring, reservations, database applications, configuration management, reference material, logs and various specific business applications. The CIDSS program is a combination of client/server and/or web based designed applications and an electronic document management /records management suite. The applications range in size from small-one user, medium - 45 + users to large – the MTMC staff command wide.

2.1 Objectives and Scope:

The objective of this SOW is to acquire specialized Contractor technical support services to support all areas of new and ongoing CIDSS Life Cycle Management for the system development and sustainment. MTMC seeks technical support services for the continued design, enhancement and development of efficient and effective CIDSS to support MTMC business practices.

Work shall involve, but is not limited to systems analysis, conversion/migration, systems design and development, systems / database administration, testing, user training and support, software / hardware maintenance and implementation of CIDSS.

Included in the CIDSS scope are the following requirements: (1) The sustainment and maintenance for the current operational CIDSS. (2) Perform requirements analysis, recommend solutions and develop new candidate applications/systems for all command functional areas. (3) Convert existing and develop new web enabled systems. (4) Integrate CIDSS into existing MTMC legacy systems. (5) Ensure that current security practices are maintained on the CIDSS systems, its backend applications and the NIPRNet connection. (6) Integrate with the Electronic Transportation Acquisition (ETA) system for single point of entry to CIDSS as required.

3.0 Specific Tasks:

(a) The Contractor shall furnish the necessary resources to provide technical support services and attendant management thereto in the performance of assigned tasks. This includes, but is not limited to, system requirements

definition, design, development, testing, implementation, maintenance; technical assessments/feasibility studies, recommendations for inclusion of new technologies into system applications and architecture; data collection, analysis, and conversion; documentation preparation; project and implementation plans, strategy planning, briefings, presentations, reviews, demonstrations, customer support, and attending any meetings as required.

(b) The Contractor shall provide ongoing system sustainment, software maintenance, development and documentation support for the continued development of CIDSS in an unclassified environment. Implementation of user defined enhancements in both the unclassified environment shall be a responsibility of the Contractor.

(c) Specific tasks to be performed as follows:

3.1 **TASK 1 -TASK ORDER MANAGEMENT.** The Contractor shall coordinate, plan, and attend Program Management Review (PMR) meetings with TM to inform the Government of contract project status, and address technical and program management issues identified by either the Government or the Contractor. The Contractor shall present technical, status, schedule and management data at each PMR. These meetings will take place weekly. Location of the management review will be at the Government designated facility. The Contractor shall develop a Task Order Management Plan, participate in MTMC meetings to discuss the Plan and recommend any improvements or changes that would enhance the Plan. The Plan will be treated as a “living document” to be reviewed and updated within 10 working days after a need for a change is determined.

Deliverable(s): Task Order Management Plan
PMR Meeting minutes

3.2 **TASK 2 - CONFIGURATION MANAGEMENT (CM).** The Contractor will utilize the Configuration Management System (CMS) currently in place. Using CMS the Contractor will execute Configuration Management procedures to document and track all software changes and/or enhancements, new application software, and associated system and users documentation for the various CIDSS environments supported, i.e., development, test, and production areas for client/server and Web based software. Prior to making any software changes and/or enhancements, the Contractor will ensure that an associated Problem/Enhancement Report has been submitted which fully documents the software changes/enhancements required.

Deliverable(s): CIDSS Configuration Management to include:

- Change requests
- Problem Reports
- Analysis of problem
- Testing/Solution
- Feedback

3.3 **TASK 3 - SYSTEMS ANALYSIS AND DESIGN.** The Contractor shall participate in requirements definition meetings conducted by MTMC and document the results. Based on these meetings, the Contractor shall conduct a Detail Requirements Definition Analysis and Detail Design effort to identify, analyze, determine, and document the level of effort required. Once requirements are documented the Contractor shall analyze the scope and develop a design plan. The Contractor shall provide a proposed Milestone Schedule/Project Plan encompassing the efforts required for completion of both the Detail Requirements Definition Phase and the Detailed Design Phase of this task. The Contractor shall also be responsible for evaluating each existing system and recommending migration/conversion to the next software release. The recommendation shall include the following: feasibility to convert, application redesign, enhancements to application, impact to user, capability/need of WEB enablement and estimated time to convert.

Deliverable(s): Requirements Analysis and Definition Documents to include:

- Requirement Definition
- Workflow analysis
- Business rules
- Flowcharts
- Data Model

Design Concept and Plan documents to include:

- Design concept
- Milestone schedule
- Resource analysis

Migration/Conversion Evaluations

3.4 **TASK 4 - POST DEPLOYMENT SOFTWARE SUPPORT (Software Maintenance).** The Contractor shall provide continuing support of the existing CIDSS in a post deployment environment. The Contractor shall review requests for enhancements and/or changes to the CIDSS system software, which have been submitted, approved and prioritized by the technical and functional POC's. The Contractor shall assess the impact of all problems and proposed software enhancements. In addition, the contractor shall assess the requirement in respect to the urgency of the need and propose a course of action to minimize impact on other on-going development efforts. The Contractor will participate in all required meetings pertaining to the problem/changes and document the results. The Contractor will provide estimated time required to complete software enhancements and/or changes and identify any impacts. Finally, the Contractor will fix the identified problems implement the approved changes and/or enhancements. As required based on the new software release/upgrade recommendations the Contractor shall also upgrade software, convert or redesign the applications in the upgrade software platform.

Deliverable(s): Software Maintenance to include:

- Changes
- Enhancements
- Upgrades
- Problem Fixes

Maintenance meeting documentation

3.5 **TASK 5 - DEVELOPMENT.** The Contractor shall provide services in support of system/application development and/or Commercial off the Shelf (COTS)/Government off the Shelf (GOTS) software integration for all aspects of CIDSS.

(a) The contractor shall provide, but not limited to the following:

1. Provide system programming and /or custom application development for all CIDSS requirements. Evaluate and develop applications, including electronic document management, data manipulation, data management, report generation, administrative applications, tracking applications, reference applications, workflow applications and WEB enabled applications.
2. Provide system documentation. System documentation should include description, source code, changes, instruction, process flow charts, web links, interfaces, interfaces, and listing of index or applicable files. Ensuring the documentation of difficult or unique code. The system source code documentation shall be kept current during the entire development process.
3. Recommend product or application solutions based on the requirement, determine impacts on the architecture, and provide a summary of the development plan.
4. Coordinate with the TM to ensure all applications fulfill the functional requirements.
5. Use existing code developed for integration with other application requirements.
6. Determine causes for user-defined problems.
7. Provide corrective action for systems application and software problems.
8. Recommend improved or alternative techniques.

(b) The Contractor shall perform these tasks and participate in meetings and discussions as they relate to the impact on or improvement of CIDSS and their effectiveness within the Command.

(d) The Contractor shall, where applicable, participate in or observe the business processes in use as they relate to CIDSS.

(e) The Contractor shall participate in functional user reviews conducted by MTMC in support of CIDSS development.

(f) Upon receipt of a verbal, written or e-mailed requirement from the TM, the Contractor shall identify resource needs and provide the proposed solution(s) or alternative(s) and resource estimate by standard distribution format for TM review, prior to commencement of application development.

Deliverable(s): Software applications
 Software Documentation
 Software Code
 Alternative Solution and Resource Analysis

3.6 **TASK 6 - DATA INTERFACES.** The Contractor will provide full support in the identification, development, testing, coding, implementation, and maintaining of any internal and external interface data requirements for the operation of any CIDSS system. Interfaces could include, but not limited to other Notes/Domino applications, Hummingbird Oracle databases, Legacy system (Oracle or SQL), FAX servers, Text files, and Excel or Access databases.

Deliverable(s): Data interfaces

3.7 **TASK 7 - DATABASE ADMINISTRATION.** The Contractor shall provide Data Base Administration support services for all CIDSS systems to include, but not limited to: creation of database tables, maintain the application database templates refreshing the design as required, tuning databases, maintain database interfaces, creating and maintaining full text indexes, monitoring database use and size, archiving databases as required. The Contractor will work closely with the System Administrator to ensure proper user access has been granted and database integrity is maintained.

Deliverable(s): Database Design Documentation
 Database Administration

3.8 **TASK 8 - SYSTEM ADMINISTRATION.** The Contractor shall provide system administration support for all CIDSS servers and its components. The contractor shall install, administrate, maintain and support the CIDSS servers, imaging, document management components or subsystems including but not limited to: Microsoft Windows 2000 / NT operating systems, Lotus Domino servers, Lotus Notes Clients, Lotus DECS, Hummingbird Fusion servers, Hummingbird Database servers and document storage servers, Hummingbird PowerDocs suite, Internet technology, document scanning/capture workstations with Kofax, Alchemy CD scanning and image enhancement, mass storage devices, and associated hardware/software. The Contractor shall research the CIDSS architecture, assess all system and application storage requirements and provide technical guidance to the TM. Provide written recommendations on hardware, software, system, application requirements and/or alternative solutions. Any changes made to the architecture shall be included in the CIDSS system documentation and network charts.

(a) The contractor shall provide day to day System Administration and technical support for CIDSS operations to include, but limited to:

1. Install, configure and maintain servers, clients and components as required.
2. Manage users and user accounts, unique system profiles and privileges in an enterprise environment.
3. Perform routine administrative tasks to include: monitoring system logs, adding users, starting and stopping printers, granting privileges, and installing and de-installing required software.

4. Monitor and optimize the performance of the file servers, operating system and user access.
5. Manage file servers, auto disk-changers (jukebox), RAID storage devices, scanners, and drivers; diagnose and resolve software and hardware conflicts and provide recommendations for enhancements. Maintains peripheral devices attached to the various computer systems (e.g., CDRW, tape drives, scanners, uninterruptible power supplies) as well as adding or removing them as needed.
6. Responsible for network and user connectivity to include TCP/IP, DNS, HTTP, SMTP, SSL and Firewall issues, coordinates all network issues with TM and MTMC Network Support Division (MTIM-N).
7. Configure and maintains email from CIDSS servers to MTMC Exchange and Internet. Establishes and maintains service between Domino Domain and MTMC Exchange. Monitor emails from various applications and ensure delivery. Establish and monitor incoming mail and delivery to proper application.
8. Manage and oversee regular system backups, which can range from performing backups and designing and implementing a backup plan. Responsible for COOP, emergency repair, recovery from backup tape, implements and monitors transaction logging.
9. Ensure that the systems are secure and that valuable or sensitive data is protected from undesired access. Applies all security patches, installs and monitors virus protection. Reviews and applies CERT and IAVA instructions. Installs and implements Secure Socket Layer (SSL), Certification Rings and DOD Public Key Infrastructure (PKI) as required. Security issues may include, but not be limited to, Windows 2000/NT, Lotus Domino, Hummingbird EDM Suite, JavaScript, JAVA, ASP, Active X, Netscape and Internet Explorer Browsers, Oracle RDBMS Server, Internet Information Server, MTMC(s) Routers, Proxy Servers, DNS, and Firewalls. The Contractor may be required to modify programs, apply software patches, or install hardware or software that will fix the security vulnerability.
10. Develop, maintain, update, all system administration documentation to include system design description, baseline hardware architecture chart, hardware / software systems configuration, listing of users / passwords, software maintenance release, renewal information, listing of databases, incidents, etc. and any required standard operating procedures.
11. Install and test all scheduled software maintenance releases, and updates to CIDSS systems and sub systems software as required on development servers before fielding.
12. Provides user support and responds to user requests, questions, and problems.
13. Works closely with the developers on setting the Access Control Lists, replication cycles, templates and roll out of applications. Defines application location on production servers and maintains structure. Maintains developer server and template structure. Provides administrative support to developers. Enables and maintains applications on server clusters.
14. Monitor system and network activity to quickly detect problems related to system security, performance, or general functioning that may arise, and then responding appropriately. Monitor Windows OS logs, Domino system logs, Hummingbird system logs, and IIS logs, monitors resources and takes corrective action. Monitors Domino clustered servers and takes corrective action when appropriate.

(b) The Government Network Administrators has primary responsibility as the Network Domain/Sub-Domain administrators to reload and administer the enterprise operating system. The contractor shall have secondary responsibility to manage the CIDSS system products under the Government direction. The TM(s) will inform the contractor when Government resources are not available.

(c) The Contractor shall provide CIDSS System Administrator training to Government or other personnel, as defined by the TM(s) on the administrative aspects of the system to support and maintain operations.

(d) The Contractor shall define level of permissions for access to/from CIDSS, methods used (e.g., Web, ETA, e-commerce, etc.), and interface with other software. The contractor shall work with network managers, other government offices and/or contractors to determine and recommend customer solutions.

Deliverable(s): System Administration

System Administration Documents to include:

- System Design
- System Architecture
- Software/Hardware configurations
- Standard Operating Procedures
- Interface documents
- Security reports
- Incident reports and their solutions

Backup Plans

Benefits/Alternative Analysis

3.9 **TASK 9 - TESTING.** The Contractor shall perform Program testing, Software Development Test (SDT) and Software Acceptance Testing (SAT) to ensure the application/system satisfies the functional/user requirements. As required by the size and complexity of the application/system, Contractor shall conduct the following phases and levels of testing during the execution of this TO:

Program Testing - Contractor shall conduct program testing following accepted systems development standards and processes. This should include but not be limited to module testing, unit testing, system testing, and integration testing.

Software Development Test (SDT) - Contractor shall conduct an SDT to ensure the software satisfies functional/user requirements. Contractor shall develop an SDT Plan prior to commencement of testing and provide the TM a copy of it. At the conclusion of the SDT, the contractor shall prepare a Test Report documenting the results of the SDT. If significant problems are encountered as a result of this SDT that may result in slippage in the delivery of the system, contractor will notify TM immediately upon discovery of these problems. Notification will be in the standard distribution format fully describing the problem encountered and the corrective action taken or needed.

Software Acceptance Testing (SAT) - Contractor will provide technical advice and participate in this Government conducted systems test. The Government will provide to the Contractor sample databases for testing purposes. All new software and modifications must be abort-free source program code and complementing executable code before transfer to the operational system.

Deliverable(s): Software Test Plan

Software Test Report

3.10 **TASK 10 – IMPLEMENTATION.** The Contractor shall provide system fielding support as required, to include on-site setup of hardware/software configuration components, on-site installation of application software, on-site testing of communications and system connectivity, and on-site implementation and post-implementation assistance/support to CIDSS system technical government POC(s) and functional CIDSS system users. If required by the TM, the Contractor shall provide Implementation Plan documentation for the CIDSS system. The documentation should include hardware information, software version information, trouble-shooting techniques, documented programs, and system flow charts.

Deliverable(s): Implementation Plan

3.11 **TASK 11 - USER SUPPORT.** The Contractor will provide full in-house user technical support to include general assistance, application access setup, trouble shooting, and problem resolution, in support of the CIDSS functional proponent offices, the government support team, or other in-house users approved to access the CIDSS systems. The contractor shall also provide technical telephone support and assistance to local, WEB, remote, subordinate command, or other MTMC sites, users, and customers requiring access to/from CIDSS.

Deliverable(s): User Support

3.12 **TASK 12 – TRAINING.** If required by the TM, the Contractor shall provide on-site training to CIDSS system administrators and users accessing the CIDSS on the use of the CIDSS as new software is added or major modifications are made. The number of functional users requiring training at any given time could range from 1-10 personnel. Training may include telephone training and support to local, remote, or other MTMC users outside of the command who are approved access to CIDSS. The contractor shall develop users' manuals, instructional aids, and other training materials in the format as specified by the TM. The contractor shall develop a System Administration Manual for all features and operational aspects from adding users, taking down servers, backup system, equipment inventory, etc., to fully maintain all operations.

Deliverable(s): User Manuals
Training Materials
System Administration Manual

3.13 **TASK 13 - WORLD WIDE WEB SUPPORT.** As required, the Contractor shall provide the necessary technical expertise and support to research, develop, update, and maintain the CIDSS Web Server software and its related interfaces. Dependent upon the future CIDSS mission and performance goals within this period of performance, it is likely that the use of ASP, VB, VB Script, JavaScript, VB Script, Perl, HTML/variants, CSS, XML, SQL Server, and other Common Gateway Interfaces (CGI) scripted languages may be used to support the new and existing CIDSS Web based software and its interfaces. The Contractor shall be required to adjust accordingly to provide the required web-based language/database access and manipulation skills necessary to research, develop, and maintain new web based software to interact in one or more of the web based software languages identified above. All CIDSS web site software will be developed, documented, and maintained in compliance with appropriate DOD regulations and security protocols. The Contractor shall incorporate and integrate any government developed web software into the CIDSS web sites as required.

Deliverable(s): Web Applications
Web Site

3.14 **TASK 14 - STATUS REPORTING.**

(a) **Weekly Status Report.** The Contractor will provide written Weekly Status Reports for individual Contractor personnel to the TM, or alternate designated government POC by the close of business (COB) each Friday. Weekly Status Reports should be summaries in bullet format and will include work accomplished, meetings attended, leave, problems encountered with planned approach to problem resolution, and plans for the next week.

(b) **Monthly Progress Report.** The Contractor will provide a Monthly Progress Report to the Task Monitor by the ten working day of each month for the previous month's activities. The Report will identify the balance of TO contract travel and resource funds expended for the reporting month and contract funds remaining. Report will provide as a minimum the reporting month's expenditures by labor categories with identification of hourly rates, hours charged, hours left, dollars remaining as of previous month, dollars charged for reporting month, dollars remaining at end of reporting month, percentage of expenditure completion, and sub-totals and grand totals as appropriate. The report shall also document the following: Meetings/Activities, Accomplishments, Plans for the next month, Problems or Concerns, Status of Deliverables

Deliverable(s): Weekly Status Report
Monthly Progress Report

4.0 Place of Performance: The contractor staff shall work primarily at the HQ MTMC Alexandria, VA location. Sites where support may be required are listed below. The contractor shall support CIDSS implementations and meetings at MTMC locations as required. Below is a list of all MTMC locations. Major Subordinate commands may issue task orders against this contract to obtain technical support services, additional trips, or for development projects within the scope of this contract.

MTMC PRIMARY LOCATIONS
a) Headquarters Military Traffic Management Command Hoffman II 200 Stovall Street Alexandria VA 22332.
b) MTMC Operations Center (OPSCTR) 633 Sheppard Place Fort Eustis, VA 23604
c) MTMC Transportation Engineering Agency (TEA), 720 Thimble Shoals Blvd, Suite 130 Newport News, VA 23606-2574
d) 599 th Transportation Group Building 204, Wheeler Army Air Field Schofield Barracks, HI 96857-5008
e) 598 th Transportation Group (Terminal), PSC 72, APO AE 09709 (Rotterdam, Netherlands)

The Secondary CONUS Sites below may be required at a later date:

MTMC SECONDARY LOCATIONS
f) 596 th Transportation Group (Tml), Beaumont, TX
g) 833 rd Transportation Battalion, Seattle, WA
h) 834 th Concord Naval Weapons Station, Concord, CA
j) 597 th Transportation Group (Tml) Southport, NC
k) 841 st Transportation Battalion, N. Charleston, SC
l) 842 nd Transportation Battalion, Ft. Monmouth, NJ
m) 954 th Transportation Company, Cape Canaveral, FL

a. Facilities, Supplies, and Services. Contractor work will be performed on site at MTMC. Desk space will be provided. Additional resources will include the use of a computer workstation, telephone, FAX, photocopier, MTMC standard office automation software (word processor, spreadsheet, graphics, and project management), e-mail, and required network access. Expendable office supplies will also be provided.

b. Travel. Travel outside the Washington DC area maybe required, in accordance with the Statement of Work. FOR PROPOSAL PURPOSES travel is anticipated to include but not be limited to, the following locations:

	<u>Location</u>	<u>Estimated No. of Trips</u>	<u># of Persons</u>
Base Year:	MTMC Operations Center, Ft Eustis, VA	2	2
Option Yr 1:	MTMC Operations Center, Ft Eustis, VA	2	2
	599 th Transportation Group, Schofield Barracks, HI	2	2

	598 th Transportation Group, Rotterdam, Netherlands	2	2
Option Yr 2:	MTMC Operations Center, Ft Eustis, VA	2	2
	MTMC TEA, Newport News, VA	2	2
Option Yr 3:	MTMC Operations Center, Ft Eustis, VA	2	2
	MTMC Ports	2	2

5.0. Deliverables. Data delivery will be one copy via E-mail (unless otherwise stated) delivered to the TM in Microsoft Office (Outlook, Word, PowerPoint, and Excel) suite format. E-mail address will be provided at the time of award.

a. Delivery Instructions. The Contractor will provide all deliverables and other project related products, reports, etc., as an electronic file e-mail attachment whenever possible. The application software and its appropriate system documentation shall be delivered to the TM on magnetic media (i.e. diskette, hard disk, etc.) after completion of a fully successful SDT. The Contractor will generate all document deliverables in standard MTMC office automation software products (Microsoft Office 2000 or higher). If the Contractor determines that it would be more beneficial to use non-standard MTMC office automation software to generate any of the required deliverables, the Contractor must notify and receive approval from the TM prior to generation of those deliverables. In the event that deliverables can not be delivered via e-mail and must be provided in hardcopy, unless specified otherwise by the TM, two (2) hardcopies of the product will either be hand delivered or mailed by certified mail to TM. All software, documentation, training literature, and any other deliverables described in this Statement of Work will be wholly owned by MTMC.

The Government will review and comment/accept all deliverables within ten (10) working days from receipt. Acceptance will be based upon the deliverables meeting accepted professional standards for technical content, workmanship, and relevance to stated functional business process requirements.

SOW	Deliverable Title	Number/Format	Calendar Days/Date After TO Award
3.1	Task Order Management Plan	Standard Distribution	10 working days after award and 10 working days after a need for a change is determined.
3.1	Program Management Review meeting minutes	Weekly or as required/ Standard Distribution	3 working days after meeting
3.2	Configuration Management -Change requests -Problem reports -Analysis of problem -Testing/Solution -Feedback	Configuration Management System (CMS) updated as required by TM	2 working days after request submitted, analysis completed, TM approval or development completed
3.3	Requirements Analysis and Definition - Requirements Definition - Workflow Analysis - Business rules - Flowcharts - Data Models	As required/ Microsoft Office Word, Excel, PowerPoint, VISIO, or ERWIN via Standard Distribution	5 working days after final definition approved.
3.3	Design Concept and Plan - Design concept - Milestone schedule - Resource analysis	As required/ Microsoft Office Word, Excel, PowerPoint, VISIO, or ERWIN via Standard Distribution	5 working days after final design is approved.
3.3	Migration/Conversion Evaluations	As determined by TM/ Standard Distribution	At an implementation of major software system upgrades. Complete within 15 working days after assigned.
3.4	Software Maintenance - Changes - Enhancements - Upgrades/Provide Code - Problem Fixes	As determined by TO Monitor	Ongoing -Upon acceptance by MTMC
3.4	Maintenance meeting documentation	As determined by TO Monitor/ Standard Distribution	3 working days after meeting
3.5	Software Applications	As determined by TM to include, but not limited by: Domino, Javascript, Lotus Formula, Lotuscript, Hummingbird PowerDOCs, ASP, JAVA, Microsoft Access, SQL	Ongoing -Upon acceptance by MTMC

3.5	Software Documentation	As determined by TM/ Standard Distribution	10 working days after acceptance of application/module
3.5	Software Code	As determined by TM	10 working days after acceptance of application/module
3.5	Alternative Solution and Resource Analysis	As determined by TM/ Standard Distribution	5 working days from receipt of TM(s) comments
3.6	Data Interfaces	As determined by TM	Ongoing -Upon acceptance by MTMC
3.7	Database Design Documentation	As determined by TM/ Standard Distribution	5 working days after final design is approved.
3.8	System Administration Documents System Design System Architecture Software/Hardware configurations Standard Operating Procedures Interface documents Security reports Incident reports and their solutions	As determined by TM/ Standard Distribution	5 days from receipt of TM(s) comments
3.8	Backup Plans	As determined by TM/ Standard Distribution	5 working day from receipt of TM(s) comments
3.8	Benefits/Alternative Analysis	As determined by TM/ Standard Distribution	5 working days from receipt of TM(s) comments
3.9	Software Test Plans	Standard Distribution	2 working days before commencement of testing.
3.9	Software Test Report	Standard Distribution	2 working days after testing.
3.10	Implementation Plans	Standard Distribution	Complete NLT 5 working days after assigned.
3.12	User Manuals	As determined by TM/ Standard Distribution	Complete within 10 working days after completion on SAT.
3.12	Training Materials	As determined by TM/ Standard Distribution	Complete within 2 working days prior to training
3.12	System Administration Manual	As determined by TM/ Standard Distribution	At implementation of major system or system upgrades. Complete within 25 working days after assigned.
3.13	Web Applications	As determined by TM/	Upon acceptance by TM

3.13	Web Sites	As determined by TM	Upon acceptance by TM
3.14a	Weekly Status Report	Standard Distribution	COB Friday each week.
3.14b	Monthly Progress Report	Standard Distribution	10 th workday following end of each calendar month.

Performance Standards. This Statement of Work requires the following:

SOW	Performance Title	Number/Format	Calendar Days/Date After TO Award
3.7	Database Administration	To include, but not limited to: Domino Databases, Hummingbird Fusion and PowerDocs, Oracle 8i and higher, Microsoft Access	Daily Administration
3.8	System Administration	To include, but not limited to: Lotus Domino Enterprise and Application servers; Microsoft Windows 2000 Advanced Servers; Hummingbird DOCFusion server, CYBERDOCS server, Database server, and Document Store server; Microsoft IIS server, Microsoft Exchange	Daily Administration
3.11	User Support	As required by TM	Daily user support

6.0 **Personnel Expertise: Contractor** shall ensure that the required level of expertise is applied to this effort. Upon request, the TM will be provided with the resumes and/or biographical sketches of any Contractor personnel associated with this effort. Personnel replacements must possess at the same or higher skills/expertise. At no additional expense to the Government, the Contractor shall ensure that personnel assigned to this project remain current in the technical skills required to support and execute this SOW. Expertise shall consist but not limited to all technical skills and knowledge identified below:

- LOTUS NOTES/DOMINO applications and systems to include: Domino Administration, Note Client, Domino Designer, Lotus Formula language, Lotuscript, JavaScript, and HTML
- HUMMINGBIRD Electronic Document Management systems to include Hummingbird PowerDOCs suite, Fusion servers, Document storage, and Database servers.
- Windows 2000 Advanced servers and security.
- Web technology to include Microsoft IIS servers, ASP, VB, VB Script, JavaScript, VB +Script, HTML/variants, Cookies, CSS, XML, ASP-db, and/or other Common Gateway Interfaces (CGI) scripted languages
- Database Administration and Interfaces including, Oracle 8i, SQL and Microsoft Access.
- Hardware to include: Scanning devices, backup devices, RAID storage, file servers, and Fax servers.
- Software to include: Microsoft Office 2000 Alchemy, Kofax, Crystal Reports, Adobe Photoshop, Macromedia FLASH, and Microsoft Visio.
- MARKS - Army Records Management policies and procedures (5015.2 and AR 25)

7.0 **Government Furnished Equipment (GFE)/Government Furnished Information (GFI):**

GFE serial numbers will be provided at contract award. All available GFI functional and technical documentation required will be provided to the Contractor within 5 days of request.

8.0 **Security:**

(a) All developmental work performed by the Contractor shall be performed on MTMC's computer workstations. Application and maintenance of the developed systems will be performed at MTMC on UNCLASSIFIED workstations.

(b) The Contractor shall ensure availability of personnel with the requisite background checks and clearance to work under this task order. The Contractor shall be able to obtain a DoD Building Pass (Badge) through the National Crime Information Center (NCIC) process. The Government will provide the contractor access to MTMC facilities. The government will provide the Contractor escort entry to controlled areas, as needed, from the commencement of the contract until task completion.

(c) Network Security. The Contractor shall ensure that all Government hardware and software are in compliance with MTMC security guidelines and only authorized personnel have access to the network. A copy of the MTMC security guidelines will be provided upon award.

(d) The Contractor shall ensure that roles/privileges assigned to Contractor employees on the Government testing and production platforms are limited to the roles/privileges essential to that individual's performance of his/her assignments. These roles/privileges can be limited or revoked by the Government.

9. **Period of Performance.** The Contract period of performance is a base year of 12 months with 3 - 12 months option periods. The Statement of Work remains the same throughout the life the contract unless modified.

Attachment A

CIDSS Domino applications include a variety of administrative, tracking, reference and workflow processes. Some support a single office while others cross-organizational lines. They support numerous functional offices within MTMC and its staff worldwide. Applications are a mixture of web based and/or Notes client/server. Applications include:

- MTMC Phone Directory
- CAPR Management System
- Force Protection Online
- Reservation Central Online
- Suspense Roster
- Configuration Management
- Acquisition Planning
- COR Profiles
- Contract Tracking
- One Time Only Rates
- JA Case Log
- JA Claims Log
- POV Loss and Damage
- Security Rosters
- Inventories
- Equipment Logs

Future development includes Online Security Training and Testing, Logistics Management System, Contract Management, Personnel/System Tracking and interfacing with the EDM system.

DOMINO SYSTEM CONFIGURATION. The system currently operates on Wide Area Network (WAN) using Windows 2000 Advanced file servers, Lotus Domino Clustered Enterprise and Application servers (ver 5.0), Lotus Notes Designer (ver. 5.0), Lotus Notes Client (ver. 5.0), and a Windows 2000/NT desktops. The application/system operations is via user friendly, Client/Server, Web browsers and Graphical User Interface (GUI) application software for user interactions, ranging from simple maintenance of user defined reference files to data entry, modification and reports, workflow and file integration processes. Regular upgrades to Domino software are required, Domino version 6 is due in early 2003.

Electronic Document Management (EDM) suite provides MTMC the ability to easily manage both electronic and paper documents through electronic record keeping. In addition it provides a robust tool and capability for identifying, processing and managing official records for disposal, retention, or archive according to legal and legislative requirements. Also to capture email, briefings, reports, records, policies, images and documents in their electronic format to minimize generation of paper and integrate records management at each desktop. The EDM suite utilizes a single database with simple user interface that acts as an integrated document management solution for MTMC and provides a command wide standard for every desktop. It strengthens and streamlines the organization information assets by utilizing centralized library services.

MTMC's is using Hummingbird's EDM with records management for its EDM platform and plans to deploy it as the command wide standard software suite for electronic document management, electronic record management, full text search, document routing, electronic signature capability and other integrated enhanced features. The EDM program will help streamline internal processes and procedures and provide a single methodology for storage, search and retrieval for MTMC.

EDM SYSTEM CONFIGURATION: The system is primarily four servers a Database Server, a DOCS Fusion Server, a CyberDOCS Server, and Document Store Server. The Software versions are Oracle 8i for the Database and the Hummingbird version 4.0 for Fusion, PowerDOCS, and CyberDOCS. The CyberDOCS Server must have a web server installed and in place that has been certified by Hummingbird to be compatible with the DOCS Fusion Suite. The EDM project is using Internet Information Server (IIS) from Microsoft on the CyberDOCS Server. The operating system on all the servers is Windows 2000 Advanced Server. The 3-tier architecture is standard with the

Fusion Suite of products from Hummingbird. The brain of the system is the Fusion Server, it handles all the communication from the PowerDOCS clients and the CyberDOCS Server to the Database Server and the Document Server. The Document Server can be any server that supports NT folder and file security. The EDMS project is using a Windows 2000 Advanced Server with an external RAID storage system as it's initial document server. However, the document server can be moved to a larger repository, Network Appliance or other SAN, at a later date.

The Client systems, PowerDOCS and CyberDOCS, will be implemented with DOCS Imaging and DOCS Routing. This will enable users to process images with the use of ad-hoc scanning, scan and OCR from a users desktop. Kofax Servers will be used for bulk or batch scanning jobs. The Kofax System is version 5.5. Kofax has been installed on a Windows 2000 Advanced Server.

SECTION D Packaging and Marking

D.1 PACKING AND PACKAGING OF DATA

All data to be delivered by the contractor under this contract shall be packaged for shipment in accordance with standard commercial practices that will afford protection against deterioration and physical damage for safe delivery to destination.

SECTION E Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE:

52.246-4	Inspection Of Services--Fixed Price
252.246-7000	Material Inspection And Receiving Report

AUG 1996
DEC 1991

SECTION F Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE:

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984

F.1 PERIOD OF PERFORMANCE

All work under this contract, including delivery of an approved final report, shall be completed within 12 months from the effective date of this contract or 12 months from the effective date of any option exercised.

F.2 DELIVERY OF DATA

Data and reports shall be delivered F.O.B destination to the addressee(s) specified in the Statement of Work.

SECTION G Contract Administration Data

CLAUSES INCORPORATED BY REFERENCE:

252.242-7000 Postaward Conference

DEC 1991

G.1 PROCURING CONTRACTING OFFICE

Contract Specialist: Mr. Mark Yarboro
Office Symbol: MTAQ-AT
Telephone: 703-428-2091
DSN: 328-2091
Fax: 703-428-3325
E-mail: mixonr@mtmc.army.mil

G.2 INSTRUCTIONS TO PAYING OFFICE

Do not prorate payments on this contract. Invoices are to be paid per specific Contract Line Item Number (CLIN) and Accounting Classification Reference Number (ACRN) in order of allocation as cited by the contract and contractor's invoice.

G.3 REMITTANCE ADDRESS

If the remittance address for Electronic Funds Transfer is different from mailing address please insert here:

**** To be inserted at time of award ****

END OF SECTION G

SECTION H Special Contract Requirements

H.1 NOTICE OF INCORPORATION OF SECTION

Section K, L and M of the solicitation will not be distributed with the contract. However, Section K is incorporated in and forms a part of the resultant contract as though furnished in full text therewith.

H.2 CHANGE OR MODIFICATION OF CONTRACT TERMS

The contractor is advised that only the Contracting Officer can change or modify the terms of this contract or take any other action which obligates the Government and then such action must be set forth in a formal modification to the contract. If a Contracting Officer's Representative has been appointed for this action his/her authority is strictly limited to the specific duties set forth in his/her letter of appointment, a copy of which will be provided to the contractor. Contractors who rely and act on directions from other than the contracting Officer (or a COR acting within the strict limits of his/her responsibilities as set forth in the appointment letter) shall do so at their risk and expense as such actions do not bind the Government contractually. Any questions concerning the authority of a Government employee to direct the contractor contractually shall be referred to the Contracting Officer immediately.

H.3 GOVERNMENT - CONTRACTOR RELATIONSHIP

a. The Government and the contractor understand and agree that the support services to be delivered under this contract by the contractor are nonpersonal services and the parties recognize and agree that no employer-employee relationships exist or will exist under this contract between the Government and the contractor and/or between the Government and the contractor's employees. It is, therefore, in the best interest of the Government to afford the parties a full and complete understanding of their respective obligations.

b. The contractor personnel under this contract shall not:

(1) Be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, military or civilian.

(2) Be placed in a staff or policy making position.

(3) Be placed in a position of command, supervision, direction, or evaluation of a DA military or civilian personnel, or personnel of other contractors or become a part of Government organization.

c. Employee Relationship:

(1) The services to be performed under this contract do not require the contractor or its employees to exercise personal judgement and discretion on behalf of the Government, but rather the contractor's employees will act and exercise personal judgement and discretion on behalf of the contractor.

(2) Rules, regulations, directions, and requirements which are issued by command authorities under their responsibility for good order, administration, and security are applicable to all personnel who enter a Government installation. This is not to be construed or interpreted to establish any degree of Government control which is inconsistent with a nonpersonal services contract.

(3) The contractor will not be paid for performance of personal services. Therefore in the event the contractor (or its employee) are directed by any Government employee to perform tasks that the contractor believes are personal services, the contractor should take no action until it has contacted the Procuring Contracting Officer to determine the appropriate course of action.

H.4

REQUIRED INSURANCE

Pursuant to paragraph (a) of the clause referenced in Section I entitled "Insurance - Liability to Third Person" (FAR 52.228-7), the contractor shall maintain the type and minimum amounts of coverage set forth in FAR 28.307-2.

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 1997
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-19	Notification of Ownership Changes	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	AUG 1996
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-42	Statement Of Equivalent Rates For Federal Hires	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.223-6	Drug Free Workplace	MAY 2001
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.226-1	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	JAN 1991
52.229-5	Taxes--Contracts Performed In U S Possessions Or Puerto Rico	APR 1984
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-23	Assignment Of Claims	JAN 1986

52.232-25	Prompt Payment	FEB 2002
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-1 Alt I	Disputes (Dec 1998) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-5	Competition In Subcontracting	DEC 1996
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	MAR 1998
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 1991
252.225-7026	Reporting Of Contract Performance Outside The United States	JUN 2000
252.225-7031	Secondary Arab Boycott Of Israel	JUN 1992
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises-DoD Contracts	SEP 2001
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days (insert the period of time within which the Contracting Officer may exercise the option); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond FY 03. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond FY 03, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

SECTION K Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE:

252.247-7022 Representation Of Extent Of Transportation Of Supplies By Sea AUG 1992

CLAUSES INCORPORATED BY FULL TEXT

52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices,

(ii) The intention to submit an offer, or

(iii) The methods of factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this Certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989,--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (MAY 1999)

(a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.] The offeror represents that it () is a women-owned business concern.

(End of provision)

52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

52.215-6 PLACE OF PERFORMANCE (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, () intends, () does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of performance (street address, city, state, county, zip code) Name and address of owner and operator of the plant or facility if other than offeror or respondent

52.215-7 ANNUAL REPRESENTATIONS AND CERTIFICATIONS--NEGOTIATION (OCT 1997)

The offeror has [check the appropriate block]:

_____ (a) Submitted to the contracting office issuing this solicitation, annual representations and certifications dated _____ (insert date of signature on submission) that are incorporated herein by reference, and are current, accurate, and complete as of the date of this proposal, except as follows (insert changes that affect only this proposal; if "none," so state):

_____ (b) Enclosed its annual representations and certifications.

(End of provision)

52.222-18 CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS (FEBRUARY 2001)

(a) Definition.

Forced or indentured child labor means all work or service--

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

(b) Listed end products. The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed endproducts from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product

Listed Countries of Origin

(c) Certification. The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

() (1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.

() (2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) [] It has, [] has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) [] It has, [] has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that

(a) [] it has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

52.222-38 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (DEC 2001)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

(End of provision)

52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic

Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

☐ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313.(b)(1)(A) of EPCRA 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

52.226-2 HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION (MAY 2001)

(a) Definitions. As used in this provision--

Historically black college or university means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

Minority institution means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)).

(b) Representation. The offeror represents that it--

() is () is not a historically black college or university;

() is () is not a minority institution.

(End of provision)

252.209-7001 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY (MAR 1998)

(a) "Definitions."

As used in this provision --

(a) "Government of a terrorist country" includes the state and the government of a terrorist country, as well as any political subdivision, agency, or instrumentality thereof.

(2) "Terrorist country" means a country determined by the Secretary of State, under section 6(j)(1)(A) of the Export Administration Act of 1979 (50 U.S.C. App. 2405(j)(i)(A)), to be a country the government of which has repeatedly provided support for such acts of international terrorism. As of the date of this provision, terrorist countries include: Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

(3) "Significant interest" means --

(i) Ownership of or beneficial interest in 5 percent or more of the firm's or subsidiary's securities. Beneficial interest includes holding 5 percent or more of any class of the firm's securities in "nominee shares," "street names," or some other method of holding securities that does not disclose the beneficial owner;

(ii) Holding a management position in the firm, such as a director or officer;

(iii) Ability to control or influence the election, appointment, or tenure of directors or officers in the firm;

(iv) Ownership of 10 percent or more of the assets of a firm such as equipment, buildings, real estate, or other tangible assets of the firm; or

(v) Holding 50 percent or more of the indebtedness of a firm.

(b) "Prohibition on award."

In accordance with 10 U.S.C. 2327, no contract may be awarded to a firm or a subsidiary of a firm if the government of a terrorist country has a significant interest in the firm or subsidiary or, in the case of a subsidiary, the firm that owns the subsidiary, unless a waiver is granted by the Secretary of Defense.

(c) "Disclosure."

If the government of a terrorist country has a significant interest in the Offeror or a subsidiary of the Offeror, the Offeror shall disclose such interest in an attachment to its offer. If the Offeror is a subsidiary, it shall also disclose any significant interest the government of a terrorist country has in any firm that owns or controls the subsidiary. The disclosure shall include --

(1) Identification of each government holding a significant interest; and

(2) A description of the significant interest held by each government.

(End of provision)

252.225-7000 BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (SEP 1999)

(a) Definitions. Domestic end product, qualifying country, qualifying country end product, and qualifying country end product have the meanings given in the Buy American Act and Balance of Payments Program clause of this solicitation.

(b) Evaluation. Offers will be evaluated by giving preference to domestic end products and qualifying country end products over nonqualifying country end products.

(c) Certifications. (1) The Offeror certifies that--

(i) Each end product, except those listed in paragraphs (c) (2) or (3) of this provision, is a domestic end product; and

(ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.

(2) The Offeror certifies that the following end products are qualifying country end products:

Qualifying Country End Products

Line Item Number

Country of Origin

(List only qualifying country end products.)

(3) The Offeror certifies that the following end products are nonqualifying country end products:

Nonqualifying Country End Products

Line Item Number

Country of Origin (If known)

(End of provision)

252.225-7017 PROHIBITION ON AWARD TO COMPANIES OWNED BY THE PEOPLE'S REPUBLIC OF CHINA (FEB 2000)

(a) Definition. "People's Republic of China," as used in this provision, means the government of the People's Republic of China, including its political subdivisions, agencies, and instrumentalities.

(b) Prohibition on award. Section 8120 of the Department of Defense Appropriations Act for fiscal year 1999 (Pub. L. 105-262), as amended by Section 144 of Title I, Division C, of the Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999 (Pub. L. 105-277), prohibits the award of a contract under this solicitation to any company in which the Director of Defense Procurement (Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics)) has determined that the People's Republic of China or the People's Liberation Army of the People's Republic of China owns more than 50 percent interest.

(c) Representation. By submission of an offer, the offeror represents that the People's Republic of China or the People's Liberation Army of the People's Republic of China does not own more than 50 percent interest in the offeror.

(End of provision)

SECTION L Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE:

52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.215-1	Instructions to Offerors--Competitive Acquisition	MAY 2001
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data	OCT 1997
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.237-1	Site Visit	APR 1984
52.237-10	Identification of Uncompensated Overtime	OCT 1997

CLAUSES INCORPORATED BY FULL TEXT

SOLICITATION CUSTOMER FEEDBACK SURVEY

ISSUE DATE: _____.

The Office of the Deputy Chief of Staff for Acquisition, Headquarters, U.S. Army Materiel Command (AMC) has developed the enclosed Solicitation Customer Feedback Survey. The purpose of this survey is to encourage offerors receiving this solicitation to submit feedback on the quality of the solicitation document. Your voluntary response to this survey will provide AMC with essential information to improve the quality of our solicitation products.

Our goal is to issue quality solicitations that meet your needs. Any prospective offeror receiving this solicitation may respond despite the decision to submit a proposal or not. The survey may be submitted signed or anonymously. A completed survey may be forwarded after the proposal due date to the address indicated. Surveys will not be opened until at least 10 work days after award of a contract resulting from the solicitation. Please mark the envelope containing the survey as follows: "Solicitation Customer Survey enclosed for solicitation number DAMT01-02-R-0080" (Use actual solicitation number). Please forward the completed survey to the following address: MTMC, ATTN: MTAQ-P, Room 12S33/R. Kemp (Hoffman Building II), 200 Stovall Street, Alexandria, VA 22332-5000.

CAUTION: Since the Customer Feedback Survey will not be opened until at least 10 days after award of the contract(s) resulting from this solicitation, do not use the critique to identify material problems with the solicitation that affect your proposal or award of contracts. Identify such difficulties separately to the Contracting Officer by formal means.

OMB CONTROL NUMBER: 0702-0094

SOLICITATION CUSTOMER FEEDBACK SURVEY

Use the scale below to rate items 1 through 10.

A = Excellent B = Very Good C = Good D = Fair E = Poor

- | | | | | | |
|--|---|---|---|---|---|
| 1. Overall quality of the solicitation | A | B | C | D | E |
| 2. Consistency between the sections of the RFP and the stated program/contract requirements | A | B | C | D | E |
| 3. Overall clarity of the Statement of Work Requirements and/or Specifications | A | B | C | D | E |
| 4. Adequacy of the proposal preparation time | A | B | C | D | E |
| 5. Clarity of Proposal Preparation Instructions (Section L) | A | B | C | D | E |
| 6. Consistency between Proposal Preparation Instructions (Section L) and Evaluation Criteria (Section M) | A | B | C | D | E |
| 7. Appropriateness of the cost data requested to the level of effort to be performed. | A | B | C | D | E |

8. Extent of pre-solicitation communication (i.e., Draft Request for Proposals and Pre-solicitation Conferences)	A	B	C	D	E
--	---	---	---	---	---

9. Consistency between the Management, functional discipline, and data requirements and the stated program requirements.	A	B	C	D	E
--	---	---	---	---	---

10. Quality and timeliness of contracting officer response to questions and information requests	A	B	C	D	E
--	---	---	---	---	---

Use the scale below to answer items 11 through 15

Yes = A No = B

Were tasks ...

11. Clearly stated?	A	B
12. Related to the overall scope?	A	B
13. Presented in appropriate sequence?	A	B
14. Comprehensive in specifying what needs to be done to achieve end product?	A	B
15. Was the solicitation consistent with pre-solicitation information?	A	B

Use the scale below to answer items 16 through 22

Yes = A No = B

Were evaluation factors ...

16. Clearly stated?	A	B
17. Essential for achieving the end product?	A	B
18. Easy to rate?	A	B
19. As mutually exclusive as possible?	A	B
20. Were there unnecessary requirements or compliance items included in the solicitation?	A	B
21. Were requirements stated in such fashion to encourage submission of a "Best value" Proposal?	A	B
22. If the solicitation limited proposal page count, was allocation adequate?	A	B

What could have been done to enhance pre-solicitation communication?

What other corrections could be made to improve solicitation quality?

OPTIONAL INFORMATION

FIRM _____ DATE _____.

COMPLETED BY _____.
(Name and Title)

AGENCY DISCLOSURE NOTICE

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate of Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project, Washington, DC 20503. Please DO NOT RETURN your questionnaire to either of these addresses. Send your completed questionnaire to the addressee listed as the issuing office in the solicitation accompanying the questionnaire, (See Block 7 of the solicitation document, Standard Form 33).

L.1 Submission of Proposals

L.1.1 Proposals shall consist of the following:

L.1.1.1 One signed and completed copy of Standard Form 33 with continuation sheets (signature pages from amendments issued), transmittal information from company identifying points of contact for the proposal, individuals authorized to conduct negotiations, the original copy of completed Section K - Representations and Certifications.

L.1.1.2 Three paper copies and one compact diskette using word version 6.0 and/or excel version 2000 of the non-priced factors, Volume I

L.1.1.3 Three paper copies and one compact diskette using word version 6.0 and/or excel version 2000 of the price factor, Volume II

L.1.2 Forward proposals to:

Federal Express and Mailing Address:

Military Traffic Management Command, ATTN: MTAQ-AT/Mr. M. Yarboro, Hoffman Building II, Room 12S67, 200 Stovall Street, Alexandria, VA. 22332-5000

L.2 Proposal Preparation Instructions for Evaluation Factors

The offeror must submit a definitive proposal to achieve the end results that are set forth in the Government requirements.

L.2.1 **Format.**

The offeror's proposal information shall be submitted in two separate volumes as listed below:

Volume I - Section I	Past Performance Information
Volume I - Section II	Relevant Experience
Volume I - Section III	Technical Proposal
Volume I - Section IV	Management Proposal
Volume II	Price Proposal

L.2.2 All information the offeror wishes to have considered must be submitted with the initial proposal and shall be confined to the appropriate volume.

L.2.3 It is suggested that ring binders be used to assemble the separate volumes for ease of evaluation. Indexes to the proposal and cross-references between the proposal and the solicitation are useful for ensuring that all pertinent sections of the proposal are fully understood. The use of tabs to easily locate sections of the proposal also facilitates thorough evaluation.

L.2.4 The volumes shall be as brief as possible and consistent with a complete submission. Pages shall not exceed 8.5 inches in width and 11 inches in length; however, fold out pages, not exceeding 11 x 17 inches, depicting such items as charts, matrices, schedules, etc. may be used and will count as a single page. The offeror shall number all pages.

- L.2.5 The offeror's proposal, shall not exceed the following page limitation, and must be printed in a 12 point font with one-inch margins (top, bottom, left and right). Pages printed on both sides will count as 2 pages. Cover letters and proposal introductions shall not exceed a total of five pages combined and are not included in the limitations shown below.

			Page Limit
Volume I	- Section I	Past Performance Information	10
Volume I	- Section II	Relevant Experience	10
Volume I	- Section III	Technical Approach	10
Volume I - Section IV	Management Approach		10
Volume II	Price		No Limit

- L.2.6 Offerors are strongly cautioned that the Government will not read or evaluate pages in excess of the above page limitations. Excess pages will be removed from proposals. The above limitations do not include table of contents, cross reference matrices, section tabs, or resumes. Note: Resumes are limited to three pages each when required.
- L.2.7 The offeror shall provide an explanation clearly relating the differences between the Government requested format and the offeror's actual submitted format.
- L.2.8 Offerors are expected to provide sufficient detail in a clear and concise manner to completely address every area the Government is to evaluate (See Section M). The Government does not desire excess verbiage, unnecessary and elaborate brochures, or lengthy, repetitious, disorganized presentations. Such presentations may be construed as an indication of the offeror's lack of understanding and price/cost consciousness. Deficiencies, whether informational or technical (e.g., failure of a proposal to comply with solicitation requirements, failure to provide a technical approach or information regarding any area to be evaluated, failure to address the Statement of Work and failure to submit resumes or program plans, etc.) may be cause for rejection of an offer. The Government reminds offerors that unsupported promises to comply with the contractual requirements will not be sufficient. Proposals must not merely parrot back the contractual specifications, but rather must provide convincing documentary evidence in support of any conclusions stated relating to promise performance.
- L.2.9 The Government presumes the offeror's proposal represents its best efforts to respond to the solicitation. In its proposal, the offeror shall explain any inconsistency, whether real or apparent, between proposed performance and price.
- L.3.0 The offerors are reminded that their proposal shall discuss, at a minimum, each of the functional elements listed below:

L.3.1 Past Performance Information: The volume shall be organized and tabbed as follows: the cover and table of contents with cross reference to tasks in Section C of the Solicitation as appropriate.

The offeror's proposal shall include past performance information for the prime and each proposed subcontractor who will perform a significant portion (more than 15%) of the effort. This information shall be segregated to a separate section of the proposal to be used for a Performance Risk Assessment. The offeror shall provide the information for any and all contracts whether it has had terminated in whole or in part during the past three years. This also shall include those currently in the process. Offeror shall use its own format to provide the following information on each contract.

- a. The offeror shall provide a description of previous and current related Government and non-Government contracts (including all prime contracts and major subcontracts during the past three years) for each contract identified which are in any way relevant to the effort required by this solicitation. Commercial contracts may be included if necessary. The offeror shall provide a narrative explanation of each contract's relevance to the effort required by this solicitation and a

narrative description of the objectives achieved and any cost growths or schedule delays encountered.

- b. The offeror shall include the contract number, customer (agency name with contact name and number), performance period at award and at completion, contract value at award and at completion, and a brief description of the scope of the each contract. (For all contracts that did not or will not meet original requirements with regard to cost, schedule, or technical performance, provide a brief explanation of the reason(s) for such revisions and any demonstrated corrective actions taken to avoid recurrence. Also indicate the actual performance versus required performance, actual quality and/or reliability versus specified levels, performance incentives, award fees earned versus total fee pool, and cost performance for cost-type contracts. Given the complexity of the contracting effort, the offeror should relate past experiences that illustrate the offeror's willingness and ability to meet new or unforeseen requirements and negotiate contract modifications. The offeror also shall provide a copy of any cure notices or show cause letters received on each previous contract listed and a description of any corrective action taken by the offeror or proposed subcontractor.
- c. For joint ventures, all parties shall submit relevant past performance information. Offerors that don't have relevant prior contracts should list the contracts and subcontracts under which their key personnel have performed key management and technical functions. The offeror shall complete and submit the attached form for each contract.

Note: Offerors are reminded that both independent data and data provided by offerors in their proposals may be used to evaluate past performance. Since the Government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The Government does not assume the duty to search for data to cure problems it finds in proposals. **THE BURDEN OF PROVIDING THOROUGH AND COMPLETE PAST PERFORMANCE INFORMATION REMAINS WITH THE OFFERORS. PROPOSALS THAT DO NOT CONTAIN THE INFORMATION REQUESTED HEREIN MAY BE TREATED AS A HIGH RISK.**

L.3.2 Revelant Experience: The volume shall be organized and tabbed as follows: the cover and table of contents with cross reference to tasks in Section C of the Solicitation as appropriate. The offeror shall demonstrate prior experience in the following areas (information must be provided on each area): a) Experience developing workflow type applications which require collaboration and coordination between many users; b) Knowledge and understanding of electronic document management, records management and Army Records Management (MARKS) - policies and procedures (5015.2 and AR 25); c) Experience in requirements definition, systems analysis and design methods and tools; and d) Experience with developing, implementing, administering and sustaining LOTUS NOTES/DOMINO applications and systems. The offeror shall also provide sufficient information to assess its level of experience/expertise of work experience from other projects that are relevant to the tasks outlined in the Section C of the Solicitation.

L.3.3 Technical Approach: The volume shall be organized and tabbed as follows: the cover and table of contents with cross reference to tasks in Section C of the Solicitation as appropriate. The offeror's proposal shall present a sound detailed approach and demonstrates the capability to perform the requirements outlined in the Section C of the Solicitation. As a minimum, the offeror's proposal shall include a detailed approach for accomplishing the following: a) maintaining and improving the performance of CIDSS; b) determining detailed functional and system design requirements for new applications/modules; c) software development strategy and process; and d) understanding of electronic document and records management.

L.3.4 Management Approach: The volume shall be organized and tabbed as follows: the cover and table of contents with cross reference to tasks in Section C of the Solicitation as appropriate. The offeror's proposed management approach shall clearly demonstrate a thorough understanding of the requirements contained with the PWS. The offeror shall provide a proposed personnel matrix that demonstrates that it possesses the capability to manage and staff to perform the tasks outlined in Section C of the Solicitation. The offeror shall also provide an un-priced personnel matrix that includes labor category/skill level, quantity of persons at each skill level and

quantity of labor hours separately for the base and option years. Offerors must include the skills of key personnel. The offeror shall provide its proposed quality control measures that demonstrates established procedures that will adequately recognize substandard performance and document corrective actions, identify techniques for controlling prices and manage subcontracts.

L.3.5 Price: The price data shall be in a separate volume. The same data must be provided base year and each option year and shall consist of the following:

- a. Cost estimates for each task identified within Section C with a summary rollup. Offeror shall identify labor category with number of personnel by skill level in parenthesis, number of labor hours, labor rates (rates are to be composite, i.e. include applicable indirect burden costs e.g. fringe, insurance, etc), subcontract cost and other direct costs.
- b. The price proposal shall be completely detailed and itemized to permit adequate analysis and provide tractability to all tasks described in the technical proposal.
- c. The price proposal shall contain only the information requested in this section and not be used as an extension of the technical proposal.
- d. Inflation and/or Escalation Rates. Provide the inflation and/or escalation rates reflected in the proposal and provide the basis for the rates.

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from MTMC, ATTN: MTAQ-AT, Room 12S67/R. Mixon , Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-5000.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

SECTION M Evaluation Factors for Award

CLAUSES INCORPORATED BY REFERENCE:

52.217-5 Evaluation Of Options

JUL 1990

M.1. EVALUATION OF PROPOSALS

M.1.1. General: Careful, full, and impartial consideration will be given to all proposals received pursuant to this RFP and the evaluation will be applied in a similar manner. Factors against which proposals will be evaluated are set forth in M.3 below.

M.1.2. Initial Evaluation of Proposals: An evaluation plan has been established to evaluate the factors set forth in M.3 below. A team of Government personnel in accordance with the evaluation plan will evaluate all proposals received.

M.1.3. Competitive Range: The Contracting Officer will make the determination as to which proposals are in the "Competitive Range." The competitive range shall be determined on the basis of the adjectival rating for the factors listed at M.3 in accordance with M.5 through M.9 below and shall include all proposals considered the most highly rated unless further reduced in accordance with FAR Part 15.203(c)(2). The initial number of proposals considered as being within the competitive range may be reduced when, as a result of the written or oral discussions, any such proposal has been determined to no longer be considered among the most highly rated.

M.1.4. Discussion/Final Proposals: The Government reserves the right to make an award determination without discussions. However, if discussions are held, all offerors selected to participate in discussions shall be advised of weakness and disadvantages in their proposals. They shall be offered a reasonable opportunity to correct or resolve them and to submit such price or cost, technical or other revisions of their proposal that may result from discussion. At the conclusion of discussions, a final common cut-off date which allows a reasonable opportunity for submission of written "Final" offers shall be established and those selected to remain in the competitive range will be notified to submit "Final" offers.

M.1.5. Final Evaluation of Proposals: The initial evaluation of the proposals within the Competitive Range may be revised in light of any additional information/data provided during subsequent discussions and/or furnished with "Final" proposal.

M.2 **BASIS FOR AWARD:**

An award will be made to the responsible offeror whose proposal conforms to the solicitation requirements and presents the BEST VALUE to the Government as determined by the evaluation criteria described herein. BEST VALUE will be based on an integrated assessment by the source selection authority of the results of the evaluation of all areas and factors set forth herein with due consideration to the relative order of importance. Accordingly, the Government may award any resulting contract to other than the offeror proposing the lowest price or other than the offeror achieving the highest adjectival rating. The Government does reserve the right of such flexibility in evaluation to ensure award of a contract in its best interest.

M.3 **EVALUATION FACTORS AND SUBFACTORS**

M.3.1 Past Performance

M.3.2 Relevant Experience

M.3.3 Technical Approach

M.3.4 Management Approach

M.3.5 Price

M.4 EVALUATION APPROACH

M.4.1 Selection of the successful offeror will be made based upon the evaluation criteria stated below.

M.4.1.1 Past Performance Rating. Past Performance will be rated in a narrative manner and the risk associated with the past performance will be categorized as low, moderate, or high. The high, moderate, and low risk categories may be further enhanced by a comparative analysis of the offerors' proposals.

M.4.1.2 Relevant Experience Rating. The relevant experience will receive an adjectival rating supported by a narrative description.

M.4.1.3 Technical Approach Rating. The technical will receive an adjectival rating supported by a narrative description.

M.4.1.4 Management Approach Rating. The management will receive an adjectival rating supported by a narrative description.

M.4.1.5 Price. The price proposal will be analyzed for realism, reasonableness and completeness and will receive a narrative analysis.

M.4.2 RELATIVE IMPORTANCE OF FACTORS AND SUBFACTORS. Past Performance is more important than Relevant Experience and Technical Approach combined. Relevant Experience is more important than Technical Approach, which is twice as important as Management Approach. When combined, all non-priced factors are significantly more important than price. However, when all of the most highly rated proposals are equal technically, price will be the controlling factor.

M.5 PAST PERFORMANCE.

(a) The Government will conduct a performance risk assessment based upon the quality of the offeror's past performance as well as that of its proposed subcontractors, as it relates to the probability of successful accomplishment of the required effort. When assessing performance risk, the Government will focus its inquiry on the past performance of the offeror and its proposed subcontractors such as cost, schedule, and performance, including the contractor's adherence to contract schedules, including the administrative aspects of performance; the contractor's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the contractor's businesslike concern for the interests of its customers.

(b) A significant achievement or problem in any element of the work can become an important consideration in source selection. A negative finding under any element may result in an overall high performance risk rating. Therefore, offerors are reminded to include all relevant past efforts, including demonstrated corrective actions.

(c) Offerors should be cautioned that in conducting the performance risk assessment, the Government may use data provided by the offeror in its proposal and data obtained from other sources. Since the Government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. **Offerors are reminded that while the Government may elect to consider data obtained from other sources, the burden of providing thorough and complete past performance information rests with the offerors.**

(d) Each performance risk assessment will consider the number and severity of problems, the effectiveness of corrective actions taken, and the overall work record. The assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts, but rather the product of subjective judgment of the evaluation team after it considers all available, relevant and recent information. The following are the definitions of performance risk:

(i) High Performance Risk: Based on the offeror's performance record, or lack of related experience on which past performance may be measured, significant doubt exists that the offeror will successfully perform the required effort within the estimated cost and schedule.

(ii) Moderate Performance Risk: Based on the offeror's performance record, some doubt exists that the offeror will successfully perform the required effort within the estimated cost and schedule.

(iii) Low Performance Risk: Based on the offeror's performance record, little doubt exists that the offeror will successfully perform the required effort within the estimated cost and schedule.

M.6 RELEVANT EXPERIENCE. The Government will evaluate the extent at which the offeror can demonstrate prior experience in the following areas (information must be provided on each area): a) Experience developing workflow type applications which require collaboration and coordination between many users; b) Knowledge and understanding of electronic document management, records management and Army Records Management (MARKS) - policies and procedures (5015.2 and AR 25); c) Experience in requirements definition, systems analysis and design methods and tools; and d) Experience with developing, implementing, administering and sustaining LOTUS NOTES/DOMINO applications and systems. The Government will also evaluate the level of experience/expertise of the offeror's work experience from other projects that are relevant to the tasks outlined in the Section C of the Solicitation.

M.7 TECHNICAL APPROACH. The Government will the extent to which the offeror's proposal presents a sound detailed approach and demonstrates the capability to perform the requirements outlined in the Section C of the Solicitation. Each offeror's proposal will be further evaluated on the extent approach provides detailed information have been provided, as a minimum, on the following: a) maintaining and improving the performance of CIDSS; b) determining detailed functional and system design requirements for new applications/modules; c) software development strategy and process; and d) understanding of electronic document and records management.

M.8 MANAGEMENT APPROACH. The Government will evaluate the offeror's proposed management approach to ensure that it clearly demonstrate a thorough understanding of the requirements contained with the PWS. The Government will evaluate the proposed personnel matrix to determine if sufficient resources exist that possesses the capability to manage and staff in order to perform the tasks outlined in Section C of the Solicitation. The offeror will also be evaluated on the extent to which the offeror's un-priced personnel matrix included labor category/skill level, quantity of persons at each skill level and quantity of labor hours separately for the base and option years. Offerors must include the skills of key personnel. The Government will evaluate the proposed quality control measures to determine if established procedures will adequately recognize substandard performance and document corrective actions, identify techniques for controlling prices and manage subcontracts.

M.9 PRICE. Price proposals will be analyzed for realism, reasonableness and completeness to determine the total price (base and all option periods) to the Government all other factors considered.

M.9.1 Price Realism. The Government will evaluate the realism of each offeror's proposed price to determine if the proposed price is consistent with the proposed technical approach and indicates a clear understanding of and a sound approach to satisfying solicitation requirements. Price realism will also assess the degree to which the prices included in the price proposal accurately represent the work effort included in the proposal and the approaches and/or risk assessments made in the proposal.

M.9.2 Price Reasonableness. The Government will evaluate price reasonableness by comparing the offeror's price proposal to the Independent Government Estimate (based upon historical data) and other competitive proposals received in response to this solicitation.

M.9.3 Price Completeness. The Government will evaluate completeness based on the adequacy of the identification, estimation, and support of all relevant prices. Where escalation rates are identified, the Government will assess the rationale for its basis.

END OF SECTION M